

The Office of Congressman Tom Kean, Jr.

How to Apply for a Nomination

All application materials must be submitted by **5:00 pm, Friday, October 20, 2023**. This includes letters of recommendation, transcripts, and the school counselor's information which must be sent directly to our office. Application materials submitted after that date may not be considered.

- All the application materials and instructions you need are available online at:

<https://kean.house.gov/services/service-academy-nominations>

- Please save your documents using the following format:

"Last name_First name_What is in the file" (example, Doe_John_headshot)

- Please email all application materials to **NJ07Academy@mail.house.gov**:

The subject line of every email submission should read as follows: "Last name, first name, what is included in the Email: (example: Doe, John, Recommendation)"

Complete the following Steps:

- ✓ **Thoroughly read and review all the materials available on the Congressman's website**
- ✓ **Email your photo.** Please send a color photograph (headshot) to NJ07Academy@mail.house.gov to be included with your application. Use "Last name, First name, Headshot" in subject line.
- ✓ **Contact your school counselor.** Your school counselor must fill out the Scholastic Information Sheet and provide a typed letter of recommendation. This letter will not count as one of your two letters of recommendation.

Ask your counselor to submit your official high school transcript, which should include your course listing and grades, current GPA, class rank and SAT/ACT test scores. Your final junior year grades must be listed on the official transcript. Numerical class rank and approximate size of the class are required. If your school does not rank students, the counselor should make an accurate estimate of your class standing and check the box on the Scholastic Information Sheet noting it is an estimate.

The completed Scholastic Information Sheet, counselor recommendation and official transcripts should be emailed directly from the counselor from an official email to NJ07Academy@mail.house.gov. If mailed, the counselor must seal and sign the back of the envelope(s) and these documents can be dropped off or mailed to the Bernardsville District Office – 75 Claremont Road, Suite 206, Bernardsville, New Jersey, 07924.

- ✓ **Request two letters of recommendation and provide instruction forms.** You must have two letters of recommendation submitted by people who know you well and can speak to your qualities relevant to a military education and career. These can be instructors, coaches, teachers, employers, or community leaders. Please provide them with the Recommendation Forms to facilitate a correct transmission. The letters cannot be submitted by you but directly from those providing the recommendation and must be emailed to NJ07Academy@mail.house.gov
- ✓ Do not send any additional materials/documents other than those specifically requested. Do not send Academy(s) admissions applications or medical exam (DodMERB) information.

A Nomination Application submitted by 5 pm, October 20, 2023, consisting of the following files, will be considered complete:

- ☒ *Wallet or passport-sized, color head shot photograph of applicant*
- ☒ *Application questionnaire, including self-reported ACT/SAT Scores, personal statement and application signature*
- ☒ *Scholastic Information, including completed counselor form, counselor letter of recommendation and official transcripts*
- ☒ *Two Letters of Recommendation*

If you, your school counselors, or individuals providing your recommendations have any questions, or concerns or if documents must be mailed, please contact Renee Trabert at renee.trabert@mail.house.gov or call 908-547-3307